

KINDRED CITY COUNCIL MEETING MINUTES:
08-07-19 at 7:00pm at Kindred City Hall

MEETING CALLED TO ORDER AT 7:00pm by Mayor DuBord with CMs Spelhaug, Stoddard, and Peraza present. Amerman absent. Also present: City Engineer Oye, City Attorney Wear, PWS Schock, and City Auditor Arnaud, Mark Ottis, Marlowe Rud, Jamie Swenson. Mayor DuBord began the meeting with the Pledge of Allegiance.

APPROVE AGENDA

MOTION – To approve the agenda with additions;
Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.

CONSENT CALENDAR

MOTION – To approve the Consent Calendar: council meeting minutes of 07-17-19, July 2019 bills and reports, Kindred Vikettes and ND High School Rodeo Assoc raffle permits, Kindred Spirits off site alcohol permits, New Home Construction Tax Exemption (484 Beechcraft Blvd);
Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.

COUNCIL BUSINESS

A. Old Business

- **Elm Street Sidewalks/Concrete Projects:** Camrud Foss (CF) has completed the addition to the pool deck. -Elm Street sidewalks are mostly complete and an invoice has been presented for the work completed in July which includes a breakdown of the cost associated with each parcel based on its lot length at the street. The costs accrued due to the sections of double-layered sidewalk is \$6,285.00; that includes 70 hours labor and 15 yards of fill. CF calculated this charge out across all the parcels in the project using lot length percentages. This would add \$110-\$280 to a residential parcel. Mayor DuBord and CMs agreed the City could help the property owners and pay for these charges instead of passing them on to residents.

MOTION – To approve City paying additional \$6,285.00 for sidewalk work and not assessing to residents; Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.

MOTION – To approve Camrud Foss Invoice 19-2056-02 for \$93,502.32; Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.

-The boulevard between 2nd-3rd Ave on South Elm Street is really high and could cause potential drainage towards the homes. Sidewalk elevations were raised on some lots to alleviate ponding of water on the sidewalks; some were pitched towards the home, some towards the street. Stoddard requested landscaping quotes to shave the boulevard down, regrade, and reseed; they have not yet been received. Council agreed that there is potential for water retainage anywhere in town dependent on the grade of surface and/or water table. Decided to hold on the landscaping until next summer to see how the lots are affected.

-Carr's Tree Service will be removing a broken tree at 240 Elm St to make room for the Ottertail street light upgrades. Small shrub at corner of 281 Elm St will be pulled due to close proximity to fire hydrant. Carr's will also remove all low-hanging (14ft or lower) branches from the street and alleyways as needed to increase visibility and reduce damage to snow removal equipment.

-Parking lot area for Memorial Building and Pool still on hold for drainage plan quotes. Possibly add another section of sidewalk at City Park picnic shelter instead.

-Resident at 221 Elm Street questioned whether they could remove their 2nd Avenue sidewalk since it is in poor condition and possibly replace it next season or not at all. Council reviewed existing and non-existing sidewalks on 2nd Avenue. City ordinance states that existing sidewalks need to be maintained and replaced as needed by property owner; removing without replacing is not allowed unless property owners submit a petition to City Council for removal. Stoddard will speak with the homeowners.

-Drainage plan for Elm Street Intersections. Moore Engineering could assist with this project. Discussed how in depth the project could be. From ditch grading and culvert installation to full storm sewer project that could include a lift station, public input meetings and plans. Council decided to hold until spring to see the true drainage effects.

- **Quotes for Radio Read Meters:** Ferguson Waterworks had a preliminary meeting with Tabitha and Rich to review the stats of the meter change out project. FW will be sending the notices/appointment requests for review. Once returned, FW will begin issuing to City residents to get appointments scheduled.

B. Boards & Commissions

- Kindred Community Club: KCC member Jamie Swenson was present to provide an update on Kindred Community Days. Event schedule and City/council responsibilities were arranged (barricades, parade signs, garbages at the park). City booth at the park will be set up/staffed by council members and will have merchandise for sale, donated prizes and goodies for giveaways. Entire booth will move into bear tasting area once that opens. Parade arrangements also made for council.
- Kindred Area Economic Development and Renaissance Boards: Lake Agassiz Regional Development is still working on preliminary assessment. More meetings will come this fall.

C. Pool: Pool shade structures have not been delivered yet. Pool will be closing for the season August 17, 2019. North end basket ball hoop needs additional modifications due to the extremely heavy-duty post on the existing hoop. During concrete work, Rich discovered a slab in the park stamped with "LIONS 1954" so he dug out a space and placed it next to the small concrete slab added to the South side of baby pool area, where the restored Leo the Lion (old drinking fountain from City Park) will be installed for display purposes.

D. Police: Cass County Sheriff Deputy Joseph Koerber was present and introduced himself as the new City Deputy. CCSO will be handling the traffic control for the Kindred Days 5K and will have at least two patrollers present during the day and two again in the evening for the street dance. Deputy Koerber presented the July report. There were 37 calls for service, as follows: 14-medical; 4-welfare check; 4-traffic complaint; 3-public assist; 2-domestic; 1-abuse; 2-impaired person; 1-burglary; 2-disturbance; 1-theft; 1-vandalism; 2-suspicious. Burglary was to Quick Mart grocery store; front door was broken into and a few items stolen. Please call Cass County Sheriff's Office with any information; 701-451-7660.

C. Engineering:

- **Water Tower; Improvement District 2016-1**: Overnight fill of new tower was attempted last night; however, gate valves to isolate old tower did not function fully. Cass Rural Water refused to start filling the reservoir as soon as water tower started filling so the reservoir could not keep up with the demand. The reservoir was still too low to finish filling today. Will attempt again Thursday, potentially using Fire Department equipment assistance. Reviewed updated schedule Maguire Iron provided.

MOTION, passed – To approve Contractor's Application for Payment No. 14 retaining \$57,000.00 for liquidated damages totaling \$71,310.00; Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve Moore Engineering Invoice 21564 for \$3,381.45; Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.

- **Wastewater Treatment Improvements**: Held a conference call with USACE to discuss project timeline and NEPA process. Geotechnical Report will be final later this month; additional soil borings need to be completed to determine the quantity of clay material for building clay liner. Wetland Determination from USACE is in progress. Set meeting with Public Works Committee (Rich and Spelhaug) to discuss 60% plans; August 28th at 7:00am at Moore Engineering office in West Fargo.
- **GIS Web Map**: Continuing updates.
- **City Standards and Specs**: Reviewed 2nd reading for ordinance updates to the water and sewer services. Discussion on ownership/operation for curb stop. Most cities retain ownership of curb stop so as to retain the right to shut off water service for non-payment of utility account. This leaves the City liable for any repair costs needed to the curb stop, while the property owner is responsible for any other portion of the water/sewer service line from the main to the home. Council agreed to this.
MOTION, passed – To approve the 2nd reading of Ordinance 2019-75 for Water & Sewer Service with the identified changes; Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.
- **Pool Parking Lot Drainage**: The three options for improving the drainage issues in this area range in price from \$8,000-\$35,000-\$65,000. Council agreed this is quite a bit more money than they would like to spend and would like to hold off on this project for right now. Doing so does free up some funds for additional small projects that have been identified within City Park. Discussion regarding the sidewalk from Elm St to the pool/flag pole area; whether to remove and replace or relocate the sidewalk closer to the basketball court and merge with the Memorial Building. Rich could potentially remove the slabs of concrete this fall and prep for seeding in the spring. Will table

this to the October meeting for further discussion. Decided that the City would have Camrud Foss install a small section of sidewalk from the Elm St sidewalk to the North picnic shelter entrance.

MOTION, passed – To approve Moore Engineering Invoice 21586 for \$2,399.35; Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.

- **Capital Improvements Plan:** Vision Document Scoping Meeting on hold.
- **Building Inspections Agreement:** Will schedule meeting in October.
- **Newport Ridge:** Funding for the next phase of development has been approved through the Bank of North Dakota. Now there is potential that the previously discussed water looping project could see funding assistance with the State Water Commission Cost Share Program. Moore will prepare the SWC application.
- **Moore Engineering Sponsored Golf Event:** Scheduled for Friday, August 23rd at Leonard Country Club: lunch at 12:00noon, golf at 1:30pm. Council and city staff/ reps invited.

D. PWS

- Worked overnight with Moore/Brandon to attempt filling the new water tower. Planning to take Friday, August 9th off to reduce overtime and tend to the Fire Department events for Kindred Days.
- Curb stop on Spruce Street is now leaking after it being exercised and shut down for nonpayment of utility bill. Account was paid in full next day and service restored but now water is pooling at the valve location. Will keep an eye on it and see how it progresses, getting quotes for repairs if necessary.
- Pro-Sweep is scheduled to clean streets tomorrow (Thursday, August 8th) ahead of Kindred Days.
- Trimming of trees in park is complete.

E. Attorney:

MOTION, passed – To approve 2nd reading of ordinance 2019-76 revising licensing fees; Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.

F. Finance: Review of the preliminary budget for the year 2020 as presented by Stacey Fett. Estimated totals a little high to allow for some flexibility, as the final budget can be approved lower than the preliminary but not higher. The final budget hearing will take place during the October 2nd, 2019 City Council meeting.

MOTION, passed – To approve the preliminary budget for the year 2020 with the general fund levy at \$128,344.00; Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.

G. Auditor Report

- NPR 2017-1 special assessment amortizations complete.
- Working on funds and budget items with Stacey.
- Kindred Days items/planning.
- Keeping up with all the on-going projects.

H. Council Reports:

- Spelhaug: Water tower looks good. Kindred baseball team is going to state championships; if they win, they go on to regionals. Was asked by a resident to consider extending the county bike path to the Woodlawn development. Discussion with board; not very feasible with crossing Hwy 46, would need State and County involvement.
- Stoddard: Elm St sidewalk improvements. Resident shared concern of neighbor producing pool chemicals in their home residence. CM's will talk with the home owner.
- Peraza: Many compliments on the sidewalk improvements.

I. Mayor Report

- Looking forward to the Kindred Days weekend and happy that council is eager to participate.

ADJOURNMENT

MOTION, passed – To adjourn meeting at 9:45pm; Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.

(Minutes subject to council approval. Agenda deadline is noon Wednesday the week before the meeting.)

Jason DuBord, Mayor

Tabitha Arnaud, City Auditor

Date approved